

Administrative - Internal Use Only

4 January 1977

MEMORANDUM FOR: Chief, Policy and Plans Group, P&M

FROM : [REDACTED]
Chief, Clearance Division

STATINTL

THROUGH : Deputy Director of Security, PSI

SUBJECT : Space Management Task Force

1. Reference is made to the Clearance Division requirement brought about by the establishment of Subject. The needs of the Clearance Division in terms of its existing space have been reviewed and this review supports that Clearance Division remain in its Headquarters building location. Factors involved in this review in support of the above conclusion are:

- a. Clearance Division's mission involves processing of a high volume of personnel security cases with the view towards employment, access, or utilization of personnel by the Agency. This is a high priority requirement in which timely action is an essential element; for example, almost immediate response is needed by requestors particularly in those cases involving initial approvals to contact. To fulfill this need, it is essential that Clearance Division have immediate direct access to the Office of Security security files and the services afforded by the Security Records Division initial case processing, research, and communications links with Office of Security field offices.
- b. Clearance Division processes, in support of DDO requirements, covert operational approval and covert security approval cases. There must be a very close working arrangement and interface with representatives of the DDO/CI/[REDACTED], as covert clearances and covert investigations are extremely

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sensitive requiring full understanding of special investigative requirements based upon the contemplated operational utilization of these covert assets. Experience has shown that direct personal contact with case officers on these very important matters is an essential element in the Office of Security ability to respond to DDO needs. Experience has also shown that secure telephonic communications is not normally a suitable substitute or alternative procedure for this personal liaison.

- c. The Office of Security Clearance Division liaison Officer is in contact with senior security officials of 42 other government agencies and offices. This liaison could not be readily handled if the Office of Security liaison officer was housed outside the Headquarters facility as many of the security officials of these other Agencies are also at CIA Headquarters on other official business. Because of the high level nature of much of this liaison and the expedite nature of these inquiries, ready access to security file holdings is a requirement.
- d. Clearance Division is a certification point responsible for certifying clearances on Agency personnel to all other Agencies, offices, and departments and to industrial facilities in the United States. The Clearance Division certification officers, therefore, interface with nearly all Agency directorates and offices for these purposes. Present location in the Headquarters building essentially facilitates the certification process as does the close approximation to the Office of Communications cable facilities as most certifications are transmitted by classified message.
- e. Clearance Division in its total mission responsibility has close interface with the Office of Personnel in staff and staff like cases; DDS&T in a high volume of industrial and security access approval cases, and the Office of Logistics in a volume of other industrial cases. Overall, Clearance Division processes from 35 to 45 thousand security and certification action per year,

thus close approximation to the customer is a matter not only of productivity but also an essential factor in the economic utilization of resources. If Clearance Division should be separated from the Headquarters facility, processing time in clearance and other action would necessarily increase to the detriment of customer needs, and also the Logistical requirement to securely move thousands of security files between the Clearance Division and the Security records Division would be prohibitive.

- f. Clearance Division plays an important role in the badging of employees in the Agency and those other personnel who must regularly visit CIA Headquarters facilities on a continuing basis. This badging action involves Clearance Division input into the computer system called CENBAD necessitating real time access to the CENBAD computer terminal equipment located in the Clearance Division areas. Transfer of Clearance Division from the Headquarters facility would require expensive installation of computer terminals for these purposes.
- g. The Clearance Division because of its priority mission closely supports all area security officers assigned throughout the Agency. Most timely and effective liaison occurs in direct contacts of the area security officer with the Clearance Division professional officers. Loss in this liaison would not be beneficial to the Agency mission nor the personnel security program as a whole.

2. If additional information is required pursuant to the above, please contact the undersigned on extension 6620.

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3 January 1977

MEMORANDUM FOR: Chief, Clearance Division
Chief, Security Support Division
Chief, Security Analysis Group

STATINTL FROM : [REDACTED]
Chief of Operations (PSI)
SUBJECT : Space Management Task Force

STATINTL

1. The report has to be in the hands of [REDACTED] by Close of Business, Wednesday, 5 January.

2. We are to make a strong case for remaining in Headquarters, providing "ammunition" to [REDACTED] However, the DDA is looking for short, succinct statements--not long arguments, but a few precise sentences.

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3. Stress interface with other Agency elements, particularly the DDO, the Watch Office, Signal Center, Area Security Officers, etc.

4. Mention liaison with other Government agencies, such as FBI, Secret Service, etc. Recognize that they will be at Headquarters.

5. "Access" to the DCI, crises reporting, and physical personnel security considerations can be utilized. It is not a strict interpretation re DCI, but the DCI complex, such as OGC, OLC, etc. The [REDACTED] case is a key example.

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6. Polygraph Branch may justify a separate paper. Stress the sanctity of the polygraph files, as pointed out in Congressional hearings.

7. Connect with the need for immediate direct access to our security files. SRD will make a separate strong case.

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Att

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DD/A 76-6418

28 December 1976

MEMORANDUM FOR: Executive Officer, Office of Communications
Executive Officer, Office of Data Processing
Executive Officer, Office of Finance
Executive Officer, Office of Logistics
Executive Officer, Office of Medical Services
Executive Officer, Office of Personnel
Executive Officer, Office of Security
Executive Officer, Office of Training
Chief, Information and Privacy Staff
Chief, Information Systems Analysis Staff

STATINTL FROM : [REDACTED]
Executive Officer, DDA

SUBJECT : Space Management Task Force

1. The attached papers refer to the establishment of the Space Management Task Force. Two meetings of the Task Force have taken place. The third meeting has been set for 10 January 1977. For this third meeting, it will be necessary for each of the Task Force representatives to discuss space allocations and requirements. Attached to the first memorandum you will find Headquarters Space Assignment Policy Statement. This Policy Statement lists seven factors to be considered in establishing the need for Headquarters space. By 6 January would you please provide a brief narrative statement relative to the seven factors. Your responses will be compiled by the Office of the Deputy Director for Administration for use at the 10 January meeting.

2. Needless to say Mr. Knoche is interested in having a serious look, in depth, at the Agency space problems particularly as it relates to occupancy in the Headquarters Building.

3. Incidentally in addressing the seven factors would you break down your Office to the Division level for necessary occupancy in Headquarters -- for example, the major units of the Office of Personnel may be located outside of the Headquarters Building while a certain Division must be located in the Headquarters Building.



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Attachments

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Approved For Release 2001/03/06 : CIA-RDP85-00966R000100060003-7

15 OCT 1976

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Executive Secretary

THROUGH : Comptroller

SUBJECT : Space Management Task Force

REFERENCE : DDA Memorandum for the DDCI, dtd. 12 Nov 76,
Subject: Space Assignment Policy for Agency
Facilities in the Washington Metropolitan Area
(copy attached)

1. The referent from Jack Blake recommended an executive policy for Agency space allocation in the Washington area which would be adopted by the Executive Advisory Group along with seven factors or criteria to be weighted in order of priority and considered in any reallocation of space. This proposal also called for a Task Force of senior staff officers, with the undersigned as Chairman, to apply the space policy criteria and develop specific recommendations to solve current space problems. [REDACTED], also from the Comptroller's Office, will serve as my alternate.

2. Having approved both the policy and the approach recommended by the DDA, Mr. Knoche is now extremely anxious to get this task immediately underway with the expectation of results and recommendations to be ready for EAG consideration at the earliest possible date.

3. In our discussions with Mr. Blake concerning inter-directorate participation in this Task Force, several names were mentioned as being particularly well qualified for this difficult task:

DDA
DDI
DDO
DDS&T
DCI Area

With the approval, of course, of the Deputy Directors, I would like to form this Task Force insofar as is possible around this group of individuals.

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Headquarters Space Assignment Policy Statement

General allocation of space within Agency facilities in the Washington area will be made in a manner prescribed by the DDCI. "General allocation" is defined as determination by which functional components, regardless of directorate affiliation, should be collocated in single facilities with specific emphasis on occupancy of the main Headquarters Building in Langley. Factors relative to each functional component collocation shall include, in order of priority:

(1) Necessity for ready access to the DCI and DDCI; *Immediate vs Scheduled*

(2) A function related to crisis reporting and/or management;

(3) A function related to production and dissemination of current, executive interest intelligence;

(4) Either furnishing of or reliance upon a major service or system necessary to the majority of building occupants;

(5) Functional interface with other building occupants;

(6) Special physical or personnel security considerations; and

(7) Cost effectiveness to include organizational integrity and special facilities requirements (special structural or utilities requirements either of common need or representing major investment costs).

*Higher + more
you can relate to*

12 NOV 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Space Assignment Policy for Agency Facilities
in the Washington Metropolitan Area

1. In order to more effectively address the subject of creating a future general space assignment policy, it may be beneficial to review past efforts and results in this area and to learn from these trends and experiences in developing such a policy. Therefore, this memorandum will discuss the historical background of previous policy outlooks, offer recommended policy criteria, and identify the composition and structure of a task force to study the ways and means of implementing a plan of action in accordance with the recommended statement which is set forth in paragraph 4 below.

2. It was known at the time the Headquarters Building construction was completed in late 1961 that all elements of the Agency could not be housed therein. This then left the Agency with the similar, albeit lesser, problem that it had prior to the construction, i.e., being splintered and located in various Government-owned or leased buildings in the Washington metropolitan area. Initial occupancy was planned and implemented with the DCI and his immediate staff and a portion of the then three directorates (DDP, DDS, and DDI) being housed in the Headquarters Building. During the years since, occupancy has changed basically to accommodate the requirements of creation of a fourth directorate, Agency reorganizations, increasing technology of information processing, and establishment of special staffs for various projects ranging from paramilitary operations centers to Congressional investigation liaison offices. As these space requirements dictated, elements of the various directorates (primarily DDA and DDS&T) were relocated out of the Headquarters Building into other space and other elements, originally consolidated, were fragmented throughout the Headquarters Building. A further factor has been an ebb and flow of planning for a new Headquarters Building which gave a flavor of temporality to some space actions taken.

dissemination of current, executive interest intelligence;

d. Either furnishing of or reliance upon a major service or system necessary to the majority of building occupants;

e. Functional interface with other building occupants;

f. Special physical or personnel security considerations; and

g. Cost effectiveness to include organizational integrity and special facilities requirements (special structural or utilities requirements either of common need or representing major investment costs)."

5. Initial consideration of the policy statement proposed in paragraph 4 would indicate a relative degree of simplicity in applying criteria to select elements for Headquarters occupancy. Experience, however, has proven this selection to be a complex and politically laden issue. Accordingly, it is further recommended that a Task Force of senior staff officers be formed to apply the space policy criteria and develop specific recommendations to solve current problems. Suggested membership would be the Chief, Management Staff, DDI; Chief, Plans Staff, DDO; Executive Assistant, DDS&T; Chief, Management and Assessment Staff, DDA; and the Administrative Officer, DCI; with the Assistant Comptroller, Resources, as Chairman. The Directorate of Administration will provide information and consultant services as required. As an initial input, a skeleton analysis and evaluation guideline is provided as an attachment. This attachment also gives an indication of the multiplicity of considerations inherent in the space allocation problem.

6. If the preceding recommendations are accepted, it is considered that the Task Force should be assembled as rapidly as possible. Many of the existing space requirements necessitate architectural reconfiguration and special utilities systems. Leadtimes for these modifications are such that decisions on space allocation are needed almost immediately.

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John F. Blake

Att

Distribution:

Orig - DDCI

SPACE REVIEW ANALYSIS AND EVALUATION GUIDELINE

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A proposed approach to the study of criteria for making organizational location assignments in Headquarters and external buildings.

1. Compilation of organizational space use data developed to branch levels
 - a. Type of Work Done
 - b. Describe Present Facility
 - location
 - standard office or special configuration
 - size
 - special utilities support
 - necessity to be near centralized facilities, such as the library, Watch Office, Signal Center, etc.
 - c. Internal Agency Interface
 - List components with type and frequency of interface (i.e., physical, electronic, or mail and courier)
 - d. External Agency Interface
 - List governmental and private sector contacts with type and frequency of contact (i.e., physical, electronic, or mail and courier)
 - e. Security and Cover Requirements
2. Analysis of Space Use Data
 - a. What is relative priority and frequency of interfacing between components at Headquarters and other WMA facilities?
 - b. Which organizations or facilities can be realistically accommodated externally?
 - c. What are the relative costs of relocating particular components?
 - d. What are security and cover considerations relative to relocations?
3. Make determinations of facilities occupancy by Agency components based on evaluation of the analyses of data per paragraph 2, with primary emphasis on the considerations of physical interfacing requirements.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Space Management Task Force

FROM:

[REDACTED] STATINTL
Chief of Operations (PSI)

EXTENSION

6428

NO.

DATE

3 January 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/Chief, CD

1/4/77 CH

2.

[REDACTED] STATINTL

We sent our
reply up 1/4/77 (PM)
[REDACTED] has copy

3.

4.

STATINTL

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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